

November 1, 2006

# Occupant Emergency Plan

Park Center Office Building  
3101 Park Center Drive  
Alexandria, VA 22302



U.S. Department of Agriculture  
Food and Nutrition Service  
Administrative Services Division  
Property Management Branch

# **OCCUPANT EMERGENCY PLAN**

**November 1, 2006**

**Property Management Branch**

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## Section I Purpose

The Occupant Emergency Plan (OEP) was developed to help building occupants understand and safely cope with the following emergencies:

- Evacuation
- Fire
- Shelter-in-Place
- Bomb Threat
- Suspicious Packages
- Terrorist Incidents, Hostage Taking, Demonstrations, or Civil Disturbance
- Hazardous Materials
- Suspicious Persons and Solicitors
- Power Outages
- Elevator Traps
- Workplace Violence

The OEP was prepared by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), Administrative Services Division (ASD), Property Management Branch (PMB). It complies with the Federal Property Management Regulation requirement that every Government-controlled or owned facility have an Occupant Emergency Plan to assist in the protection and evacuation of building occupants. As the primary Government occupant, FNS is required to develop, implement, and maintain the OEP for Park Center Office.

The OEP describes your responsibilities as a Government employee or contractor, or other building occupant. The OEP also details specific PMB and OEP Team responsibilities. The OEP relies heavily on the volunteerism displayed by many occupants throughout the building to serve as monitors and be a part of the OEP Team. A current floor roster listing the OEP Team is posted on each floor. A sample copy of the roster is provided (Exhibit 1) at the end of this document.

All building occupants should read the OEP and have a thorough understanding of it. A thorough knowledge of these emergency procedures will help ensure your safety and protection in an emergency.

Please feel free to contact any member of the OEP Team (monitors, Occupant Emergency Coordinator, or Designated Official) if you are unclear about any emergency procedure; or call PMB at 305-2220.

## Section II Emergency Numbers

<u>Fire (Pull alarm and call)</u>	9-911
<u>Police / Ambulance / Rescue</u>	9-911
<u>Federal Protective Service</u> Direct Dial From a non-WITS 2001 line	708-1111 202-708-1111
<u>Health Unit (Nurse), Room 232</u>	305-2500
<u>Power Failure (Property Management Branch, ASD)</u>	305-2220
<u>Elevator Trap (SETEC):</u> Inside the elevator Outside the elevator	Press Emergency Speakerphone button in elevator to reach SETEC 703-968-0990
<u>Emergency Maintenance After Work Hours (Building Management)</u>	301-897-5977
<u>Emergency Maintenance During Work Hours (Property Management Branch, ASD)</u>	305-2220
<u>Maintenance Hotline for Reporting Non-Emergency Maintenance</u> (Property Management Branch, ASD)	305-2900
<u>Occupant Emergency Coordinator:</u> Office Cellular	305-2220/1118 703-898-2583
<u>Alternate Occupant Emergency Coordinator:</u> Office Cellular	305-2753 703-898-9298

The following can help you stay informed in the event of an emergency, including a weather related emergency, which is affecting USDA in the National Capital Region:

1. Operating status of USDA facilities may be found on the recorded Employee Information Line at 1-800-932-1902 or 202-690-3636. Information can also be obtained on the USDA Be Prepared website located at <http://www.usda.gov/oo/beprepared>. The USDA Operations Center updates this webpage as events unfold.
2. The Operations Center also has agreements in place with WTOP radio (103.5FM and 820AM) and local television stations to post closure or delay information.

## **Section III Park Center Office – Safety Features and Equipment**

### **1. Fire Alarm System**

The building is equipped with a fire alarm system. It can be **manually sounded** by pulling the fire alarm device, located next to the stairwell doors, on each floor. The fire alarm system can also be activated by triggering any of the heat sensitive sprinkler heads or smoke detectors. When the fire alarm is activated, the system instantly notifies a monitor at SETEC (the building security company) and dispatches the fire department. The alarm will sound on the floor where the alarm has been triggered and on the two adjacent floors. The alarm will not sound on other floors in the building unless determined necessary by Park Center Building Management or emergency officials. **To avoid unnecessary panic and/or stairwell congestion, only those floors where the alarms have been sounded need to evacuate.**

### **2. Heat Sensitive Sprinkler System**

Each floor is equipped with a heat sensitive sprinkler system, and each sprinkler head is equipped with its own sensor. Should fire develop, the heat generated from the fire will trigger the sprinkler system on the floor where the fire exists. Activation of the sprinkler system will automatically sound the alarm as described above. When the fire alarm is activated, the system instantly notifies a SETEC monitor and dispatches the fire department. Park Center Building Management or emergency officials will determine which, if any, additional floors should be evacuated and will sound additional alarms, as appropriate.

### **3. Smoke Detector**

The elevator lobby on each floor is equipped with a smoke detector. This detector is not only sensitive to smoke, but can detect toxic ion particles. When smoke or toxic particles are detected, the alarm is sounded and the same response process, as described above, is placed in motion.

### **4. Pressurization System**

Once a fire alarm has been triggered, a pressurization system is automatically activated in both stairwells. This system includes two supply fans on the roof to keep smoke out of the stairwells. The system creates positive pressure to prevent smoke from filling up the stairwells.

### **5. Fire Retardant Materials**

The wallboard, carpet, ceiling tiles, and other building materials used are made of fire retardant material. Additionally, there are 10 inches of concrete separating each floor.

### **6. Elevator Override System**

Once an alarm has sounded, all elevators are programmed to return immediately to the Plaza “P” level (or “A” level garage if the alarm is activated on the Plaza level) and will not be operational. When the elevator reaches either of these floors, the doors will automatically open. Thereafter, only emergency personnel can operate the elevators using a key.

## **7. Air Supply**

Each floor has a separate outside air supply. This limits smoke spreading between floors.

## **8. Fire Control Room and Console**

All of the mechanical safety features detailed in this section are set to operate automatically or can be collectively controlled from the Building Control Room. This room is equipped with a console that combines the building mechanical safety features into a cohesive emergency system. During an actual emergency, Park Center Building Management personnel will immediately report to the fire control room to assist the fire department, as requested. All building management personnel carry a signaling device that alerts them in the event of an emergency. The Alexandria Fire Department also has access to the fire control room and console.

## **9. Annunciator System and Strobe Lights**

Each floor is equipped with an annunciator system (speaker system) to provide emergency information, as required. When an alarm is sounded, a recorded message will be activated to direct floor occupants to the nearest stairway. The speaker system can also be used to make live broadcasts of pertinent emergency information. However, this system is for emergency personnel only and cannot be used by building occupants for any other purposes. Additionally, flashing strobe lights, located throughout each floor, will alert occupants who are hearing impaired.

## **10. Hallway Television Monitors**

Each leased floor (floors 2-14) of Park Center Office has a television monitor located in the elevator lobby. The monitors normally broadcast national news coverage. In the event of an emergency, personnel from the Information Technology Division can switch to the Department's Emergency Channel. The monitors will also broadcast all Computer Emergency Notification System (CENS) messages when sent by HQ USDA's Emergency Command Center staff.

## **11. Computer Emergency Notification System (CENS)**

All networked computer desktop systems within FNCS have the CENS software installed. This system is used to broadcast emergency messages for the Metro DC area only.

## **12. FNS Public Address System**

Leased floors (floors 2-14) have speakers for the FNS public address system, separate from the fire alarm system and the annunciator. During a shelter-in-place event, instructions from the Designated Official will likely be broadcast over the FNS public address system.

## **13. Two-Way Radios**

Each floor has at least 3 radios that allow an immediate exchange of information among the Floor Monitors, the Monitors for Occupants with Disabilities, and ASD emergency personnel.

#### **14. Water-Resistant Radios**

FNS has several water-resistant radios capable of receiving all 7 National Oceanic and Atmospheric Administration (NOAA) weather frequencies. These radios keep ASD informed of emergency weather information that may need to be shared with building occupants.

#### **15. Whistles and Flashlights**

Monitors are equipped with emergency whistles and flashlights. These whistles are intended to help occupants find the exits through smoke or darkness. When necessary, the monitors will use the whistles and flashlights to help evacuees locate an exit.

#### **16. Evacuation Chairs**

Evacuation chairs will be strategically placed throughout the building. The chairs are designed to assist in the evacuation of individuals who are unable to exit the building on their own, should a stairwell evacuation be required.

#### **17. Generator**

Park Center Office has a diesel generator that will automatically turn on when there is a power interruption. It provides electric power to the emergency lights in the stairwells. The generator will also supply power to one of the elevators. *Please see page 22 for more information on power outages.*

#### **18. Emergency Cabinets / Automated External Defibrillators (AED)**

Emergency cabinets, each containing an AED and a Fast Response Kit, are located throughout the Park Center Office building. A list of CPR Certified occupants is posted in each of the emergency cabinets.

**FOR MEDICAL EMERGENCIES, OCCUPANTS SHOULD IMMEDIATELY CALL 911.**  
After calling 911, contact (or ask another employee to contact) the FNS Nurse at 305-2500.

The emergency cabinets are located in the following areas:

Floor 2 – Room 232 (Nurse's Station)  
Floor 4 – Room 444 (Lunch Room)  
Floor 6 – Room 626 (Copy Room)  
Floor 8 – Room 802 (Copy Room)  
Floor 10 – Room 1046 (Copy Room)  
Floor 12 – Room 1226 (Copy Room)  
Floor 14 – Room 1441 (FNS Contractors' Room)



## **Section IV Building Occupant Responsibilities**

### **1. Government Employees and Contractors**

All occupants of Park Center Office should read and understand the OEP to know how to protect themselves, and others, in the event of an emergency. All occupants should memorize specific actions to take in each possible emergency situation. Occupants should respond in compliance with the OEP or at the direction of the OEP Team members and emergency officials.

An Occupant Emergency Team floor roster is posted in the elevator lobby of each floor. All occupants should review this information to learn the OEP Team members and emergency personnel on their respective floors. In addition, the designated waiting area for occupants with disabilities is noted on each roster.

A shelter-in-place diagram, detailing assembly areas for the respective floor, is also posted in the elevator lobby of each floor.

Occupants should know the locations of the nearest exit, fire alarm, and fire extinguisher. When an alarm sounds, every occupant on the floors where the alarm sounds should take action. All OEP Team members on those floors should immediately turn on their 2-way radios and report to their assigned OEP areas. All occupants on those floors should evacuate or, if disabled, report to the designated waiting areas. OEP Team members on remaining floors should turn on their 2-way radios and stand by. All occupants and OEP Team members should remain calm, alert, and aware of their surroundings, including the whereabouts of their coworkers – especially those with disabilities.

OEP Team members (monitors) should be wearing fluorescent orange vests upon activation of the OEP. OEP Team members will provide specific instructions to occupants in the event of an emergency. Occupants should follow the directions given them by OEP Team members.

### **2. Occupants with Disabilities**

For purposes of this OEP, anyone who would have serious difficulty evacuating the building, via the stairwells, should be considered as an occupant with a disability. In addition to occupants with chronic conditions, this may include occupants with a temporary illness or injury, or an advanced pregnancy. It is not the intent of the OEP to single out specific occupants. However, occupants should understand that special provisions have been made for their safety. Occupants who are unable to safely evacuate, via the stairwells, or whose condition may impede a rapid and orderly evacuation of other occupants, should look to place themselves in this category.

For their safety, these occupants should report to the designated waiting area for occupants with disabilities (posted in the elevator lobby of each floor), to await a safe evacuation by first responders (e.g., fire department and/or rescue squad). It is critical that occupants be familiar with these areas and know the names of and be able to recognize the Monitors for Occupants with Disabilities on their floor. Monitors will assist the occupants with disabilities to the designated waiting area on their floor or other safe locations in the building. As soon as trained rescue personnel arrive, they will be provided with information regarding the whereabouts of all occupants with disabilities.

Should an immediate stairwell evacuation be **required**, occupants with disabilities should prepare to exit the building as soon as the stairwell pedestrian traffic has subsided. Evacuation Chairs will aid

in the evacuation of those occupants who are unable to evacuate on their own.

Please note that during a drill, occupants with disabilities may not need to fully evacuate, but are strongly encouraged to participate.

**Note: Any occupant who believes they may experience difficulty evacuating the building should talk with the Medical Coordinator (FNS Nurse) and the Monitor for Occupants with Disabilities on their floor (noted on each floor roster) to determine the provisions necessary, should an emergency occur.**

### **3. Commercial Occupants**

Commercial tenants located in the building are encouraged to abide by the policies described in this document. Participation by all occupants will help to make our workplace safer.

## **Section V OEP Team Members and Emergency Procedures**

**Please note...**

**When fire and/or police departments arrive on the scene, they will assume control of the emergency situation. All emergency guidance will stem from fire/police officials.**

### **1. Designated Official and Alternate (FNS)**

The Chief, Property Management Branch, will serve in this position.

The Team Leader, Facilities Team, will serve as Alternate.

Duties Include:

- Overall responsibility for managing the OEP. This includes the decision to evacuate all or part of the building and/or initiate the shelter-in-place procedures in the event of an emergency or in the absence of appropriate emergency personnel (fire department, rescue squad, etc.).
- Position self at the front of the building or other nearby safe area during an evacuation and/or at the base of operations during a shelter-in-place event and oversee the situation.
- Deliver public address announcements during shelter-in-place events.
- Order the return of occupants to the building when properly advised it is safe.
- Serve as the leader in developing and maintaining the OEP (develop traffic plans for the orderly movement of occupants, ensure that procedures are in compliance with regulations and code, ensure accuracy of plan, organize the OEP Team, and associated duties, etc.).
- Wear a fluorescent orange vest upon activation of the OEP.

### **2. Occupant Emergency Coordinator and Alternate (FNS)**

The Homeland Security Coordinator will serve in this position.

The Team Leader, Facilities Team, will serve as Alternate.

Duties Include:

- Chief Assistant to the Designated Official.
- Be thoroughly familiar with and responsible for the actual operation of the OEP and all other procedures pertaining to emergencies.
- Work with the Floor Monitors in recruiting OEP Team members, maintaining a current roster of OEP Team members, and providing training to OEP Team members.
- Take direct command of the floor teams during an evacuation.
- Position self at the front of the building or other nearby safe area during an evacuation and obtain from monitors an accounting of vacated floors and list of occupants with disabilities remaining in the building.
- Position self at the base of operations during a shelter-in-place event and obtain an accounting of all floors from Floor Monitors.
- Ensure an orderly evacuation of the building.
- Prepare post-evacuation reports to the Designated Official, certifying the effectiveness and efficiency of the response procedures. As necessary, the report will include improvement recommendations and deficiencies.
- Wear a fluorescent orange vest upon activation of the OEP.

### **3. Floor Monitor (one Primary and one Alternate per floor)**

#### Duties Include:

- Take direct command of their respective floor team and ensure an orderly evacuation or sheltering-in-place of that floor. Position self in the elevator corridor area between the two stairwells.
- During an evacuation (to the outside or another floor due to shelter-in-place), the Floor Monitor will be the last person to evacuate the floor (except for disabled occupants) after all other monitors on that floor report in.
- Once all reports are received from monitors on their floor, report to the Occupant Emergency Coordinator, via the two-way radio. This report includes giving an account of all occupants with disabilities remaining on the floor: names, locations, respective physical conditions, and any monitors who stay behind to assist them.
- Once outside or sheltered, contact the Occupant Emergency Coordinator by radio or in person, depending on the circumstances.
- Once evacuated, report to respective program area Personnel Reporter.
- Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
- Select and designate Primary and Alternate OEP Team members for each position on their floor.
- Maintain a current roster of OEP Team members for their respective floor and ensure they receive training.
- Know the names and work locations of all occupants with disabilities on their assigned floor.
- Know the names and work locations of OEP Team members on their floor.
- Cooperate in any training.
- Wear a fluorescent orange vest upon activation of the OEP.

### **4. Area Monitor (two Primary and two Alternates per floor)**

#### Duties Include:

- One Area Monitor will be assigned to the north end of the building and one Area Monitor will be assigned to the south end of the building. Each monitor will ensure that occupants have safely evacuated to or sheltered in the appropriate area. The monitors will then report in to the Floor Monitor and exit the building or assemble in the shelter-in-place area.
- Once evacuated, report to respective program area Personnel Reporter.
- Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
- Know the names and work locations of all occupants with disabilities on their assigned floor.
- Know the names and work locations of OEP Team members on their floor.
- Cooperate in any training.
- Wear a fluorescent orange vest upon activation of the OEP.

### **5. Stairwell Monitor (two Primary and two Alternates per floor)**

#### Duties Include:

- One Stairwell Monitor will be assigned to the north stairwell and one Stairwell Monitor will be assigned to the south stairwell. Stairwell Monitors will ensure that all non-disabled occupants safely exit the floor via the stairwell.

- Advise other building occupants not to enter the floor during an evacuation or a sheltering-in-place event unless it is cleared through the Floor Monitor and staff at the base of operations.
- When floor occupants are no longer entering the stairwell, and after the north or south Area Monitor reports to the Floor Monitor, Stairwell Monitors should report to the Floor Monitor.
- During an evacuation, the Stairwell Monitors should then exit the building, via the stairwell, with respective north or south Area Monitor.
- Once evacuated, report to respective program area Personnel Reporter.
- During a shelter-in-place, follow the instructions provided by the Floor Monitor and over the Public Address (PA) system.
- Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
- Know the names and work locations of OEP Team members on their floor.
- Cooperate in any training.
- Wear a fluorescent orange vest upon activation of the OEP.

## **6. Elevator Monitor (one Primary and one Alternate per floor)**

### Duties Include:

- Position self in the elevator lobby.
- During a fire, do not allow occupants to attempt to use or wait for an elevator.  
Note: When an alarm sounds, all elevators are automatically recalled to the Plaza “P” level (or “A” level garage if the alarm is activated on the Plaza level) and will not be operational.
- The elevators may be allowed during some emergency situations. This information will be provided by the Floor Monitors or via the Public Address system. However, it is critical that occupants with disabilities, and those monitors assisting them, are given priority use of the elevators.
- During an evacuation, knock hard on each restroom door, open the door slightly, and then shout in, asking if anyone is occupying the restroom. If there is a response, advise occupants to quickly evacuate the floor. If there is no response, conduct a quick visual check keeping in mind that the restroom may be in use by someone who is hearing impaired.
- During an evacuation, exit the building, via the nearest stairwell, when directed by the Floor Monitor.
- Once evacuated, report to respective program area Personnel Reporter.
- During a shelter-in-place, follow the instructions provided by the Floor Monitor and over the Public Address (PA) system.
- Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
- Know the names and work locations of OEP Team members on their floor.
- Cooperate in any training.
- Wear a fluorescent orange vest upon activation of the OEP.

## **7. Monitor for Occupants with Disabilities (one Primary and one Alternate per floor)**

### Duties Include:

- Ensure that occupants with disabilities are safely positioned at the designated waiting area. As necessary, may need to provide assistance in helping occupants with disabilities to the waiting area.
  - If a person with a disability refuses to cooperate, the monitor should evacuate and report the details to the Floor Monitor.
- When all occupants with disabilities are accounted for, report to the Floor Monitor and provide a list of their names and type of disabilities.
- Exit the building, via the nearest stairwell, when directed by the Floor Monitor.
- Once evacuated, report to respective program area Personnel Reporter and then assemble near the occupants with disabilities assembly point.
- During a shelter-in-place, remain near the occupants with disabilities.
- Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
- Know the names and work locations of all occupants with disabilities on their assigned floor. Remember this includes anyone with a temporary disability.
- Routinely ensure that the Medical Coordinator (FNS Nurse) and Occupant Emergency Coordinator have an up-to-date list of occupants with disabilities, who work on their floor, and the nature of their disabilities.
- Know the names and work locations of OEP Team members on their floor.
- Cooperate in any training.
- Wear a fluorescent orange vest upon activation of the OEP.

Note: This responsibility also includes **temporary** disabilities or mobility concerns such as occupants wearing foot/leg casts, pregnant women, etc.

## **8. Medical Coordinator (Health Unit Nurse on Duty)**

### Duties Include:

- During an evacuation, quickly evacuate the building with emergency supplies and report to the Designated Official or Occupant Emergency Coordinator positioned near the front of the building or other nearby safe area.
- During a shelter-in-place, quickly locate to the base of operations (with the Designated Official and Occupant Emergency Coordinator) with emergency supplies.
- Remain nearby and be on “stand-by” in case medical assistance is needed.
- Know the names and work locations of all occupants with disabilities.
- Know the names and work locations of OEP Team members on their floor.
- Cooperate in any training.
- Wear a fluorescent orange vest upon activation of the OEP.

## **9. Information Technology Staff (one Primary and one Alternate)**

### Duties Include : (Only active during sheltering-in-place)

- Upon direction from Designated Official and/or the Occupant Emergency Coordinator, switch the TV monitors to the Department’s Emergency station.
- Monitor the information from the CENS broadcasts.
- Under the direction of the Designated Official and/or the Occupant Emergency Coordinator, create and broadcast messages to building occupants via the TV monitors.

## 10. Crossing Guard (FNS ASD)

### Duties Include :

- During an evacuation of any part of the building, IMMEDIATELY evacuate building with assembly signs. Display signs along Morven Lane or other designated assembly area(s).
- During certain shelter-in-place events (shelter down), immediately take assembly signs to the designated shelter down area (e.g., garage) and display signs, as appropriate. Signs will not be displayed if occupants remain on their respective floors. The decision to display signs will be based on the situation and only if time permits.
- During an evacuation, aid evacuees in crossing the street to the designated area(s).
- Once evacuees have safely crossed the street, report to respective program area Personnel Reporter, and then locate to the sidewalk near the crossing area. When evacuees are allowed to return to the building, provide assistance in crossing the street, as necessary.
- Once occupants have cleared the area, collect and store all signs.
- Wear a fluorescent orange vest upon activation of the OEP.

## 11. Personnel Reporter (one Primary and one Alternate)

Each program area should designate a primary and alternate Personnel Reporter. Each Personnel Reporter should be equipped with a personnel roster (e.g., office sign-in sheet), which should include all government and contract employees assigned to that program area.

During an evacuation, each Personnel Reporter should evacuate the building (with personnel roster in hand), go immediately to the designated assembly point (Exhibit 3), and stand next to the appropriate assembly sign to account for all staff.

During a shelter-in-place, each Personnel Reporter should move to their designated area (with personnel roster in hand) to account for all staff.

All occupants should check in with the Personnel Reporter as early as possible. It is important that all staff, within each program area, be aware of the Personnel Reporter role and be able to identify them during an emergency.

Emergency personnel from the OEP Team will collect occupant status information from the Personnel Reporters, as appropriate.

## 12. FNS Crisis Evaluation Team (CET)

The FNS Crisis Evaluation Team (CET) is made up of designated FNS employees located at Park Center Office. The CET is responsible for assessing emergency situations and determining the appropriate action(s), such as stand by, dismiss, or implement full or partial Continuity of Operations (COOP) for FNS. During an evacuation, the CET will gather at Assembly Point 2 (Exhibit 3).

The following positions have been designated as primary CET members:

Administrator	Property Management Branch Chief
Associate Administrator	Occupant Emergency Coordinator
Associate Administrator, Regional Operations	Physical Security Coordinator
Deputy Administrator for Management	Human Resources Division Director
Associate Deputy Administrator for Management	Information Technology Division Director

## **Section VI Evacuation Assembly Points**

Evacuation Assembly Points have been designated for occupants of Park Center Office. These assembly points are to be used for building evacuations due to fire, explosive devices, and/or other hazardous threats.

Occupants of Park Center Office are advised to review the attached diagram (Exhibit 3) and become familiar with the assembly point locations.

At the onset of an evacuation, designated members of the Occupant Emergency Team will position assembly signs along Morven Lane. These assembly signs are marked with the appropriate program area or agency designation. There are signs for Assembly Points 3 through 14 (Exhibit 3).

Once outside, occupants with disabilities, or those who experience difficulty getting to their program area assembly points, should gather at Assembly Point 1. This sitting area is recognizable and, therefore, not identified with a sign.

Members of the FNS Crisis Evaluation Team (CET) should gather at Assembly Point Area 2. This area of the parking lot is recognizable and, therefore, not identified with a sign.

All other occupants should gather near their program area assembly point, which can be identified by a sign.



## Section VII Fire

Although many steps have been taken to minimize the risk of fire, it remains a threat in any building. All occupants should be alert to the possibility of a fire and be prepared to take appropriate action. Occupants should know the locations of the nearest exit, fire alarm, and fire extinguisher.

**If you smell smoke, but do not detect fire, call PMB at 305-2220. If you detect a significant fire, immediately pull the nearest fire alarm and contact PMB.** While it may be possible to extinguish a small fire with a portable fire extinguisher, your safety is more important than eliminating a fire. Occupants are encouraged to notify PMB and then evacuate, rather than fight a fire, except in circumstances where the fire is very small. An example of a small fire would be a fire in a trashcan.

Once an alarm has sounded, all elevators are programmed to immediately return to the Plaza “P” level (or “A” level garage if the alarm is activated on the Plaza level) and will not be operational. When the elevator reaches either of these floors, the doors will automatically open. Thereafter, only emergency personnel can operate the elevators using a key.

When an alarm sounds, every occupant on the floors where the alarm sounds should take action. All OEP Team members on those floors should immediately turn on their 2-way radios and move to their assigned OEP areas. All occupants on those floors should evacuate via the stairwells. Occupants with disabilities should report to the designated waiting areas. OEP Team members on remaining floors should turn on their 2-way radios and standby. All occupants and OEP Team members should remain calm, alert, and be aware of their surroundings, including the whereabouts of their coworkers – especially those with disabilities.

Monitors will assist occupants with disabilities to the designated waiting area on their floor or other safe locations in the building. It is critical that occupants be familiar with these areas and know the names of and be able to recognize the Monitors for Occupants with Disabilities on their floor. For their safety, occupants with disabilities should remain at the designated waiting area to await safe evacuation by trained first responders (e.g., fire department and/or rescue squad). As soon as trained rescue personnel arrive, they will be provided with information regarding the whereabouts of these occupants. Occupants who are unable to safely evacuate via the stairwells, but attempt an immediate evacuation using the stairwells, will impede a quick evacuation and may cause serious injury to themselves and/or other occupants.

Should an immediate stairwell evacuation be **required**, occupants with disabilities should prepare to exit the building as soon as the stairwell pedestrian traffic has subsided. Evacuation Chairs will aid in the evacuation of those occupants who are unable to evacuate on their own.

The major cause of death in a fire is by smoke or toxic gas inhalation. Many modern furnishings, from carpet to tables, emit toxic gases when on fire. Take every action to avoid smoke, such as crawling close to the floor or covering your mouth and nose with wet paper towels.

Monitors are equipped with emergency whistles and flashlights. These whistles are intended to help occupants find the exits through smoke or darkness. When necessary, the monitors will use the whistles and flashlights to help evacuees locate an exit.

*Please note that during a drill, occupants with disabilities may not need to fully evacuate, but are strongly encouraged to participate.*

## **Section VIII Shelter-in-Place**

Shelter-in-place is a protective action taken inside a building to protect occupants from external hazards, minimize the chance of injury, and/or provide the time for a safe evacuation. Occupants will shelter-in-place when USDA's Command Center or the Designated Official deems that it is in the best interest of personnel to remain in a sheltered environment. Occupants may also shelter-in-place when there is no immediate danger outside, but have been requested by government entities to participate in a controlled dismissal to allow for an orderly movement out of the D.C. Metropolitan Area.

If there are safety issues outside our offices, it may be more practical to stay inside the Park Center Office building. The most likely scenarios are: severe weather (tornado, hail, etc.); civil unrest; chemical release due to a industrial/vehicle accident; controlled release of personnel for an orderly evacuation from the DC Metropolitan Area; or to allow for the movement of personnel, from other parts of the area, who are in danger. The least likely scenario is for a biological, chemical, or radiological attack.

Under most scenarios, shelter-in-place is anticipated to last only a few hours. However, while the danger may pass in a few hours, the effect on the transportation system may prevent you from leaving the immediate area for several hours. It is best to prepare yourself for a longer period of time by having a grab and go kit at your desk. Planning for a longer duration will provide you with options if you are released from work but are not able to get home and may need to stay with friends, at a motel, or if the situation requires, spend the night in the office.

Environmental conditions are likely to get uncomfortable. Maintenance staff may shut down the ventilation system to reduce the chance of contamination entering the building. The close quarters, heat, and stuffiness may add to your discomfort. Please remain calm, and assist those around you in coping with the situation. Specific instructions on where to go, or what areas to avoid, will be provided throughout the event.

### **Shelter-in-Place at Park Center Office**

When a shelter-in-place is announced, every occupant should be prepared to take action. All OEP Team members should immediately turn on their 2-way radios, take their grab and go kit (explained later in this section), and move to their assigned OEP areas. All occupants and OEP Team members should remain calm, alert, and be aware of their surroundings, including the whereabouts of their coworkers – especially those with disabilities.

Monitors will assist occupants with disabilities to the appropriate shelter-in-place areas on their floor or other safe locations in the building. Due to the duration of a shelter-in-place, monitors may be asked to bring a chair for an occupant with disabilities to the shelter-in-place area.

A shelter-in-place diagram, detailing the assembly areas, is posted in the lobby of each floor.

The specific action will be determined by the event. Generally:

- 1) Take your grab and go kit (*see page 19*) and your personal belongings (purse, etc.).

2) Follow instructions provided via the Public Address (PA) system, Computer Emergency Notification System (CENS), and orange-vested monitors. For example:

- **Stay in your office for:** flooding, severe congestion on the streets, or upon request from authorities.
- **Move to the designated shelter-in-place areas (away from windows) for:** severe weather, civil unrest, or other physical threats to the building.
- **Move to lower levels and to an inner corridor (away from windows) for:** extreme weather, such as a tornado. Occupants will likely be instructed to move to the garage. If time permits, assembly signs will be posted for each program area or agency designation. Occupants with disabilities may assemble in the garage level elevator lobby. Specific instructions concerning garage levels will be provided during the event.
- **Move to the designated shelter-in-place areas (away from windows) for:** an external chemical, biological, or radiological incident.

*Be sure to close all doors connecting exterior offices to the corridor. This provides an additional barrier between occupants and any outside windows and will also reduce the transfer of contaminated air from the outside to the inside. In some cases, personnel on lower floors may need to move (shelter up) to higher floors. This may occur in the presence of a chemical agent, particularly those which may be used by terrorists, which are heavier than air and tend to hug the ground.*

3) Whenever possible, use the stairwells, not the elevators. Depending upon the situation, elevator use may be restricted to persons with disabilities and/or health issues. Because elevators drag air up the shaft when they move up, they **may** be shut down to prevent air movement and/or contamination.

4) Stay calm and **quiet**. Listen for instructions and information updates.

5) Do not evacuate the building, as you may be placing yourself in the path of the hazard. Individuals who leave the building may not be allowed back inside.

## **What's a Grab and Go Kit?**

Each occupant has the responsibility to provide for their personal needs. Occupants are advised to assemble a personalized grab and go kit with food, water, and prescription medications, should a shelter-in-place be directed.

Some items to consider for a grab and go kit include:

1. Small tote bag to hold the contents of your kit
2. Non-perishable food that requires no refrigeration, preparation, or cooking (granola / energy bars)
3. Bottled water
4. Required medications (prescription and over-the-counter)
5. Small first-aid kit
6. Personal hygiene items (toothbrush, eye drops, hand sanitizer)
7. Comfortable clothing and shoes, gloves, hat
8. N95 approved mask (protection from particulate matter)
9. Pen and small notepad
10. Small flashlight with extra batteries
11. Whistle
12. Small phone book with numbers and addresses of family friends and neighbors
13. Personal reading material
14. Games
15. Cash in small denominations (recommend keeping this on the person rather than in the kit)

Although sheltering-in-place is usually a short duration event (1-3 hours), it is advised that kits be prepared with enough items to last 1 to 3 days. Only pack what you can easily carry.

There are a number of websites you can go to for information on sheltering-in-place and creating your own grab and go kit – here are a few for your consideration:

FNS: <http://home.fnsnet/administrator/cga/default.htm> (click on the “Emergency Preparedness” link)

USDA: [www.usda.gov/oo/beprepared](http://www.usda.gov/oo/beprepared)

DHS: [www.ready.gov](http://www.ready.gov)

*Section VIII Shelter-in-Place was developed from information obtained from “Shelter-In-Place Park Office Center Complex” prepared by the Park Office Center Shelter-In-Place Workgroup, as part of a 2004 Leadership Institute Project, USDA/FNS.*

## **Section IX Bomb Threat**

If a bomb threat is received, **immediately call PMB at 305-2220.**

If the threat is made over the phone, PMB should be contacted from a **different** phone (see **Security Procedures** below).

**DO NOT** pull the fire alarm. If an evacuation is required, specific guidance will be provided to building occupants.

FNS has designed a checklist for ways to handle a telephoned bomb threat (Exhibit 2). A copy should be posted near your telephone for easy reference.

### **Security Procedures for Malicious/Threatening Telephone Calls**

- Attempt to keep the caller on the line while alerting another employee of what is happening. Direct that employee to call PMB (from another phone).
- The below “Tracing a Call” steps may be taken if an occupant receives a malicious call or telephone bomb threat.

*In order for the trace to be successful, the following steps need to be performed **immediately upon the conclusion of the call.***

*Placing or receiving calls (including rolling over to voice mail) between the threatening phone call and the following steps will disable the attempts to trace the call.*

#### **Tracing a Call:**

1. Immediately after malicious caller hangs up, press the switch hook (hang up) for 2 seconds.
2. Release the switch hook.
3. Listen for a dial tone.
4. **DO NOT DIAL 9 first!** Dial only \*57.
5. **Listen to the confirmation announcement.**  
It should inform you that an automatic line trace has been activated in WITS2001. In some cases, the automatic trace may not be activated, and will inform you that it will need to be done manually, by Federal Protective Service. *Even if the automatic line trace is successful, you will still need to contact FPS (Step 6).*
6. **Contact the Federal Protective Service (FPS) immediately.**  
**DO NOT DIAL 9 first.** Dial only 708-1111 or 708-2222.  
*(If you need to call from a non-WITS 2001 line, please dial 202-708-1111/2222)*  
Be sure to communicate the confirmation announcement (automatic or manual trace) to them.

There is no charge for the trace. However, this feature should only be used in an emergency.

## **Section X Suspicious Packages**

If you see any usual or suspicious package/bundle, abandoned briefcase/carrying case, or vehicle parked in the garage or next to the building:

- Immediately call PMB at 305-2220.
- Make no attempt to disturb, move, or look into the suspicious object.
- Evacuate the immediate area and await instructions from PMB or other emergency personnel.

Note: All packages delivered to the building by courier or other mail services must first be x-rayed in the mailroom.

## **Section XI Terrorist Incident, Hostage Taking, Demonstrations, or Civil Disturbance**

If you witness and/or are told of a terrorist incident, hostage taking, demonstration, or civil disturbance:

- Do not panic.
- If you witness something suspicious or in progress, call emergency personnel on 9-911 and then place a follow-up call to PMB at 305-2220.
- Follow all instructions of law enforcement personnel.
- Make note of any suspicious activity, especially the physical description of the perpetrator(s). Even small details can help law enforcement personnel in making identification or taking other actions.
- If the incident is not near your work location, stay in your assigned area and do not go near the scene or disturbance.
- Do not try to be a hero. Do not confront or antagonize individuals involved in such incidents. While opportunities to overpower such individuals may be tempting, one has to be very adept and experienced to overcome an individual who is dedicated to his/her cause or who has no great fear of dying, especially if he/she is holding a weapon.

## **Section XII Hazardous Materials**

Although Park Center is primarily office space, an incident involving hazardous materials could occur and may require an emergency response by occupants. Such materials could be flammable, explosive, and/or toxic upon inhalation or by direct contact. If anyone is involved in an accident involving a hazardous substance in or around the building, or detects a spill or leak, exercise good judgment and do the following:

- Evacuate the immediate area.
- Make every reasonable effort to inform other nearby occupants and assist the disabled.
- If you see anyone who is overcome from inhaling fumes, assist in removing those persons from the area only if doing so is low risk.
- Contact PMB at 305-2220.

### Section XIII Suspicious Persons and Solicitors

Park Center Office occupants and authorized visitors must use an electronic key card before a card reader will open a corridor door to office space. However, the elevator lobby areas are accessible, and outside persons may attempt to gain entry beyond a corridor door. Occupants should adhere to the following:

- **Do not open a door for, or allow, people who are unknown to you to enter any door that requires the use of an electronic key card or key.**
- Ask persons who are unknown to you and near your office space if they need help and/or whom they are visiting. Taking this simple action can discourage individuals who might otherwise wander through the work area unescorted or desire to remain undetected. If you do not get a response, if the information seems suspicious, or if they quickly depart the area, call PMB at 305-2220.
- Upon observation of anyone who appears suspicious or who is unknown to you, memorize his/her physical description, but do not attempt to apprehend or detain the individual. Provide this information to PMB or emergency personnel when reporting the situation.
- If you witness criminal activity in progress (someone riffling through a desk, a person suspiciously running through the building or stairwell carrying items, etc.), call PMB at 305-2220. If the situation appears serious (carrying a gun or knife, etc.), stay clear and call emergency personnel on 9-911 and then place a follow-up call to PMB.
- Soliciting inside Park Center Office is prohibited. Generally, solicitors make themselves known by selling various products or requesting donations. If you see solicitors, call PMB at 305-2220.

### Section XIV Power Outages

In the event of a power outage, most overhead lighting and office equipment (computers, most telephones) will stop working. Stairwells, restrooms, elevator cars, elevator lobbies, and some office space areas are equipped with emergency lighting, connected to a backup emergency generator or other battery source. This emergency lighting will provide illumination for a temporary period, but not enough to conduct normal operations. In the case of a power outage, take the following actions:

- Stay calm and remain in your immediate work area. As information becomes available and/or other decisions are made, PMB staff will notify Floor Monitors by 2-way radio and disperse that information.
- If you get trapped in an elevator or dark area, remain calm. *Please see page 23 for more information on Elevator Traps.*
- If a decision is made to evacuate the building:
  - OEP Team members should move to their assigned OEP areas within the building.
  - Non-disabled occupants should exit their floors to the Plaza “P” or garage levels via the stairwell only.
  - One of the elevators will continue to be operational via the emergency generator system. Monitors for Occupants with Disabilities will escort occupants with disabilities to the elevator lobby. When all such occupants and the monitors assisting them are assembled in the lobby, the monitor on the highest floor will depress the elevator button and wait for the **emergency elevator. This needs to be a coordinated effort, utilizing the two-way radios, among the Monitors for Occupants with Disabilities.** The emergency elevator should **only** be used to evacuate occupants with disabilities and if necessary, those monitors assisting them.

## **Section XV Elevator Traps**

Getting trapped in an elevator can be a very traumatic experience. If an elevator stalls:

- Try to remain calm.
- Press and release the DOOR OPEN button.
- DO NOT attempt to force open a stuck elevator door. Attempting to pry open the doors and/or exit a stalled elevator car may result in loss of life or serious injury.
- Press and release the emergency telephone button located on the right front side of the car. The call will ring into SETEC, the building security company. SETEC personnel will talk with you and provide instructions to you.
- If you want to get the attention of nearby occupants, you can press one of the two alarm buttons located on left and right front sides of the car. Pressing this button will sound a loud bell and will signal that someone is trapped in the elevator.
- DO NOT attempt to use the red fireman's telephone located on the left front side of the car. This phone will only operate via a key carried by the fire department.
- Sit down and/or make yourself comfortable as best as you can. If you are trapped after normal business hours, it might take a longer period of time than normal for an elevator technician to arrive and release you. You may continue to speak with SETEC personnel as necessary, and they will be glad to place telephone messages for you.
- Occupants who are hearing or speech impaired should also press the emergency button and call SETEC Inc. as indicated above. Immediately after doing this, press and release the alarm button multiple times during the first minute and at least once every minute thereafter until you are released.
- If a building occupant in the elevator lobby attempts to "play hero" and force open a stuck door, DO NOT attempt to climb or jump out. Instead, advise them to get help.
- If you panic or have health related problems (claustrophobia, hyperventilating, heart condition, etc.) and cannot wait for an elevator technician, advise SETEC Inc. of your condition, and they will call the Alexandria Fire Department and arrange for a more expeditious rescue.

## **XVI Workplace Violence**

All occupants are encouraged to report, and not ignore, all forms of violence in the workplace. If you observe or experience such behavior, whether the individual is an occupant employed in the building or a visitor, immediately report such problems to a supervisor or manager. Supervisors and managers who receive such reports should seek advice by immediately calling the Human Resources Division at 305-2326. They will direct your call to the appropriate person, and investigate the incident and initiate appropriate action.

In cases where danger appears likely (assault, loud verbal threat, dangerous confrontation, weapon, etc.), immediately call emergency personnel on 9-911 and then call PMB at 305-2220.



Effective Date: **November 1, 2006**

//SIGNED//

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Gloria Gutierrez  
Deputy Administrator  
Management

//SIGNED//

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Mark Rucker  
Chief, Property Management Branch  
Administrative Services Division

//SIGNED//

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Holly Salloum  
FNCS Homeland Security Coordinator

# **ROSTER FOR OCCUPANT EMERGENCY TEAM - Xth FLOOR**

Food and Nutrition Service, Park Center  
3101 Park Center Drive  
Alexandria, Virginia 22302  
Emergency #: 703-305-2220

Date Revised: May XX, 20xx

Occupants: FNS

Designated Waiting Area for Occupants with Disabilities: Elevator Lobby

Emergency No. for Emergency Coordinator: 9-703-898-xxxx or xxxx (cellular phones)

Position	Name (Primary)	Telephone	Room	Name (Alternate)	Telephone	Room
Emergency Coordinator	Jane Doe	305-xxxx	2xx	John Doe	305-xxxx	2xx
Floor Monitor	John Doe	305-xxxx	3xx	Jane Doe	305-xxxx	3xx
Area Monitor North	Jane Doe	305-xxxx	3xx	John Doe	305-xxxx	3xx
Area Monitor South	John Doe	305-xxxx	3xx	Jane Doe	305-xxxx	3xx
Stairwell Monitor North	Jane Doe	305-xxxx	3xx	John Doe	305-xxxx	3xx
Stairwell Monitor South	John Doe	305-xxxx	3xx	Jane Doe	305-xxxx	3xx
Elevator Monitor	Jane Doe	305-xxxx	3xx	John Doe	305-xxxx	3xx
Monitor for Occupants with Disabilities	John Doe	305-xxxx	3xx	Jane Doe	305-xxxx	3xx
Agency Contact Officer	Jane Doe	305-xxxx	3xx	John Doe	305-xxxx	3xx
Medical Coordinator	Duty Nurse	305-xxxx	3xx			

Exhibit 1



### BOMB THREAT CHECKLIST

**KEEP CALM, ATTEMPT TO ASK BELOW QUESTIONS, and**

**DO NOT USE YOUR PHONE AGAIN**

(Placing or receiving calls after the caller hangs up will disable our attempts to trace the call)

<b>TELEPHONE DATA:</b>
Exact Time of Call:
Incoming Ph # (Caller ID) / Name on Phone Screen:
Exact Words of Caller:
(If necessary, ask them to repeat the message...write as much as possible)

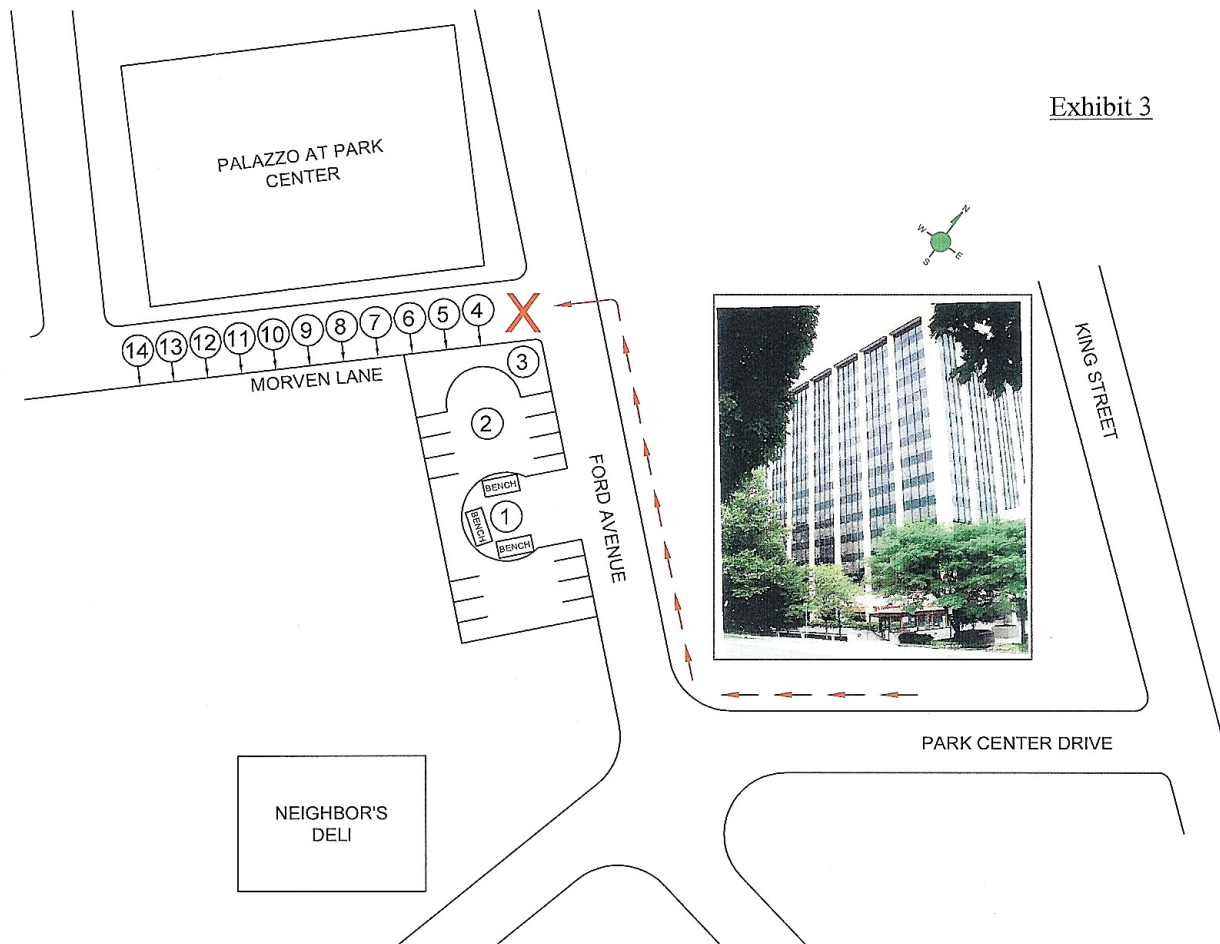
<b>INITIAL QUESTIONS to ASK:</b>
1. When is the bomb going to explode?
2. Where exactly is the bomb located?
3. What does the bomb look like?
4. What type of bomb is it?
5. What will cause it to detonate?
6. Did you place the bomb? If not, who did?
7. Why was the bomb placed here?
8. Where are you calling from?
9. Try to get callers full name.

<b>DESCRIPTION of CALLER:</b>				
Male / Female	Age:	Accent / Distinguishing Voice Characteristics:		
Calm / Nervous	Irrational	Normal	Stutter	Foul
Excited	Crying	Loud / Soft	Lisp	Well-spoken
Stressed	Sincere	Slow / Rapid	Slurred	Disguised
Angry	Laughing	Deep / Squeaky	Nasal / Raspy	Taped
If the voice is familiar, who does it sound like?				

<b>BACKGROUND NOISE:</b>				
Local	Trains	Factory	Music (Describe)	
Foreign Language	Cars	Machinery	Other voices (Describe)	
Street Noise	Sirens	Office Noise	PA System	Animals (Describe)
Additional Noises:				

<b>ADDITIONAL INFORMATION:</b>
What time did the caller hang up?

**From another phone....CALL PMB IMMEDIATELY (703-305-2220, 703-305-2221, 703-898-2583)**



ASSEMBLY POINTS:

- ① DISABLED
- ② CET - CRISIS EVALUATION TEAM
- ③ OIG - OFFICE OF INSPECTOR GENERAL
- ④ ADMIN OFFICE - ADMINISTRATOR'S OFFICE
- ⑤ MGMT - MANAGEMENT
- ⑥ AAA - ARMY AUDIT AGENCY
- ⑦ CGA - COMMUNICATIONS & GOVERNMENTAL AFFAIRS
- ⑧ CNPP - CENTER FOR NUTRITION POLICY AND PROMOTION
- ⑨ FM - FINANCIAL MANAGEMENT
- ⑩ FSA - FARM SERVICE AGENCY
- ⑪ FSP - FOOD STAMP PROGRAM
- ⑫ NAD - NATIONAL APPEALS DIVISION
- ⑬ OANE - OFFICE OF ANALYSIS, NUTRITION AND EVALUATION
- ⑭ SNP - SPECIAL NUTRITION PROGRAMS